

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 30, 2017

Closing Date: December 11, 2017

**CASE PROCESSOR (Pay Grade 6)
Criminal Division, Felony Screening Unit, Case Processing
New Castle County**

Job Responsibilities and Duties:

As a Case Processor, this position serves as the “intake coordinator” in the Criminal Division, Felony Screening Unit, for Case Processing in New Castle County. This position coordinates the coverage/scheduling of all intakes with Felony Screening Paralegals as well as Juvenile and Domestic Violence Units. Provides the files, grand jury dates, schedules intakes and generates letters for Fast Track. Data entry is required along with daily contact with police officers to schedule missed intakes and ongoing intakes. This activity requires working with the Paralegals in finding files, entering the intake and Grand Jury dates into the electronic system, as well as pulling the files for the next day and preparing the files for the nighttime intake schedule. Updates are input into the computer for the event screen in the DELJIS AG Case Tracking where a list of cases is maintained. The Case Processor Is responsible for answering a high volume of phone calls and emails, which involve scheduling and rescheduling intakes in addition to participating in the rotation for coverage of the main Criminal Division Receptionist phone lines. Will run NCIC records for Board of Pardon/Board responses. Will close files. Will maintain and monitor a list of missed cases known as the “needs intake” list, which has to be coordinated and distributed amongst court liaisons. When needed, will assist the Administrative Specialist and Deputy Attorneys General on other clerical tasks such as Preliminary Hearing offers, typing informations for Pleas By Appointment and other administrative tasks as requested. Will generate (via spreadsheets) statistics for Paralegal intakes; intakes by police officers (day and evening intakes). This position is the general back-up for the case processing unit. As such, the employee will be trained to assist with file-creating, downgrades, continuance requests and loading charges for PBA to assist the unit on an as-needed basis.’

Minimum Qualifications:

- Must be detail-oriented and have the ability to multitask.
- Must have the ability to work independently while managing a heavy workload in a stressful and fast-paced work environment.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be well organized.
- Prior experience with programs such as DELJIS, LEISS and ENFORCER would be helpful.
- Must have working knowledge in Microsoft Word office suite including Excel.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.